

Q&A on Indiana Incentives and Sanctions Project RFQ

1. How often do the Probation Committee and Judicial Conference Board of Directors meet? Is there a predetermined schedule we should consider in our timeline? How long (typically) are the meetings (all day, half-day)? **The Probation Committee is scheduled to meet monthly from January to May in 2013, with meetings lasting approximately 2 hours. The Judicial Conference Board of Directors meets quarterly, with meetings scheduled in March, June, September and December. Board meetings last approximately 2-3 hours.**
2. Will the work group be formed by the start of the project? Will they meet prior to hiring the contractor? **The Indiana Judicial Center is in the process of forming the workgroup and expects to have membership finalized in December. There are no plans to have the workgroup meet prior to hiring the contractor.**
3. Can the workgroup meetings be conducted via Skype or GoToMeeting, or other web-based technologies? What is the minimum number of meetings you think the workgroup will need to have? **The Judicial Center estimates 10 in-person meetings with the workgroup and the contractor. The Judicial Center also estimates 5 workgroup meetings without the contractor present. The contractor may wish to adjust these numbers once the project is started.**
4. Is the scope of work described in this RFP intended to prepare Indiana to conduct the pilot study (at some future point after the conclusion of work under this project), or does Indiana seek to begin the pilot during the course of work described in the RFP? **The Judicial Center anticipates having the contractor prepare to conduct the pilot study and would like the pilot to begin during the course of the 12 months if time permits.**
 - a. If yes, at what point in the timeline does Indiana hope to begin the pilot study?
 - b. If yes, is there any flexibility in the 12 month timeline? **The Judicial Center can ask for an extension of the grant to accommodate the pilot study if it cannot be completed during the initial 12 months.**
5. Will the pilot study be completed during the project timeline? **The Judicial Center anticipates completing the pilot study during the project timeline, but an extension of the project is possible if the pilot cannot be completed as anticipated.**
6. One of the contractor functions is to “assist with the development of judicial review procedures.” Does this have particular meaning in IN? Can additional clarification be provided? **The authorizing statute requires the Judicial Conference to develop judicial review procedures along with the schedule of incentives and sanctions. The Judicial Center anticipates having judicial review available to protect offender due process rights, especially if short jail stays are recommended as a sanction to be administered by probation officers. The contractor would assist with development of the time-frame for conducting the judicial review.**
 - a. Who will use these procedures? **An offender could request judicial review of certain sanctions imposed by the probation officer.**

- b. What is the purpose of the procedures? The purpose of the judicial review procedure would be protection of offender due process rights in a timely manner.
- 7. What kind of data support will be available to the contractor? The Judicial Center plans to work with the Indiana Supreme Court Judicial Technology and Automation Committee (JTAC) and participating pilot counties for data support.
 - a. In what capacity will they be able to work with the contractor? JTAC would assist in determining how to collect the data sets necessary for performance measurement.
 - b. Who will collect and analyze the data to assess the outcome of the pilot study? The Judicial Center will be responsible for collecting data and will analyze with the assistance of the workgroup.
 - c. Will data have to be collected manually or is there an automated data system that can be utilized? The ability to collect data in an automated fashion will be used as selection criteria for pilot participants.
- 8. Are the IRAS and/or other empirically based risk assessment tools routinely administered by probation officers? Yes—the IRAS is administered by probation officers when preparing a pre-sentence investigation report or at intake if the PSI was waived by the defendant. Probation officers also conduct offender re-assessments at least once a year during supervision. The same is true for the IYAS (the Indiana Youth Assessment System).
- 9. Will the contractor play a role in establishing performance measurements for the guidelines? Yes.
- 10. Under 3C on page 3 of the solicitation, does the term “schedule” imply some type of formal structure, such as a matrix or grid? Yes. The authorizing statute states that the Judicial Conference Board of Directors “shall prescribe minimum standards concerning a schedule of progressive probation incentives and violation sanctions, including judicial review procedures.” The Judicial Center anticipates development of a schedule, grid or matrix that will take into account risk, need and responsivity factors and the nature of the violation.
- 11. Will the probation incentives and sanctions guidelines be used with both adult and juvenile probationers? If so, do you expect the contractor to develop guidelines to address each separately? Yes. The Judicial Center would expect separate guidelines for adult and juvenile probationers only if research supports developing them separately.
- 12. Could you please elaborate on the phrase, “...developing a mechanism to assess the outcome of the pilot study...” (3E, page 3)? Will the contractor be part of the outcome evaluation? The “mechanism to assess the outcome of the pilot study” means development of performance measures and data collection points. The contractor would be part of the outcome evaluation, but given the uncertainty of the timeline, it could be considered as a separate contract.